

# Starting Microsoft Word

**Microsoft Word** is a word processing program. It is similar to WordPad, but has many more options, including a built-in Spell Check, more formatting choices, and a Thesaurus.

You can start up **Word** in many different ways.  
Here are 2 methods:

2. Click **Microsoft Word**.

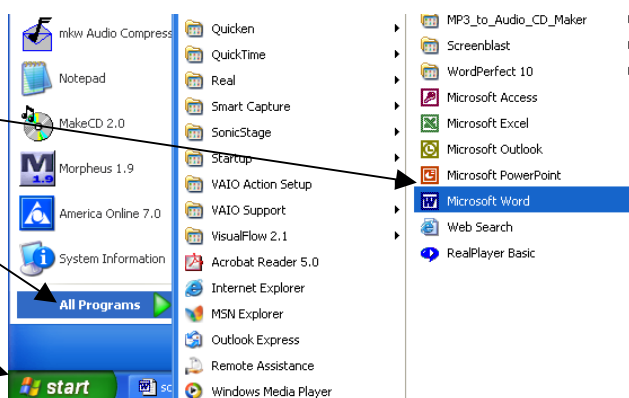
1. Click **Start**.

OR

3. Click **Microsoft Word**.

2. Click **All Programs**.

1. Click **Start**.



You can also create a shortcut for Word on the desktop:

1. On the Start menu, click All Programs.
2. Right click on **Microsoft Word** and select **Send To > Desktop**.



A shortcut will appear on the desktop. You can then double-click on that icon to start Microsoft Word.

## The Microsoft Word Screen

When you start **Microsoft Word**, the program opens up to the following screen:

Title Bar

Menu Bar

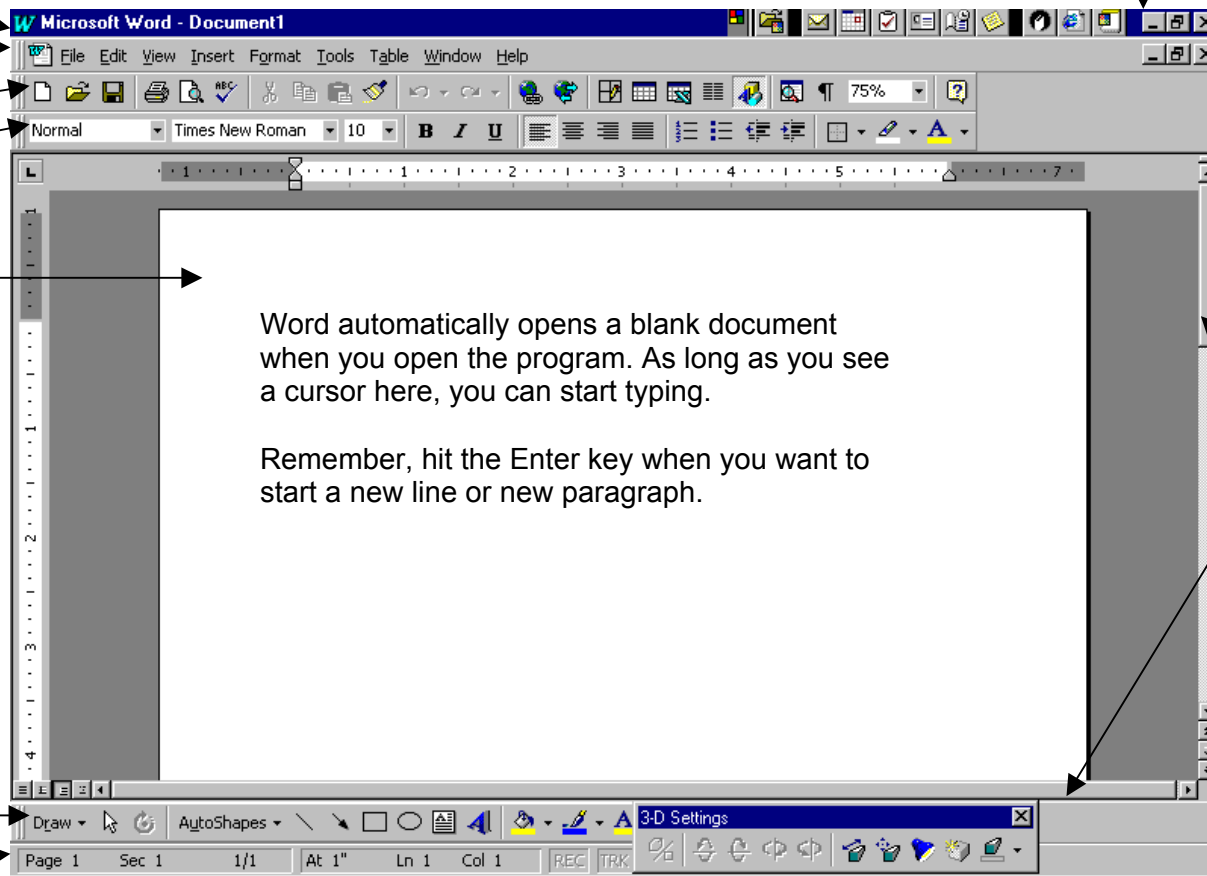
Standard Toolbar

Formatting Toolbar

Document text area

Drawing Toolbar

Status Bar



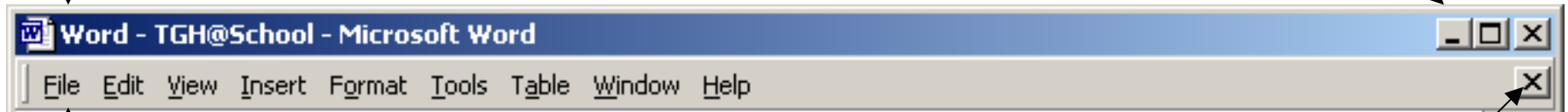
Minimize, Restore/ Maximize,  
and Close Buttons for the  
Microsoft Word program

Minimize  
Restore/Maximize,  
and Close Buttons  
for Document  
Window.

Scroll Bars

**Title Bar:** Displays the program name (**Microsoft Word**) and the document name (**Document1**)

**Program Minimize, Restore/Maximize, and Close Buttons:** these buttons control the **Word program window** only. Click on the close button (**X**) to exit Microsoft Word.



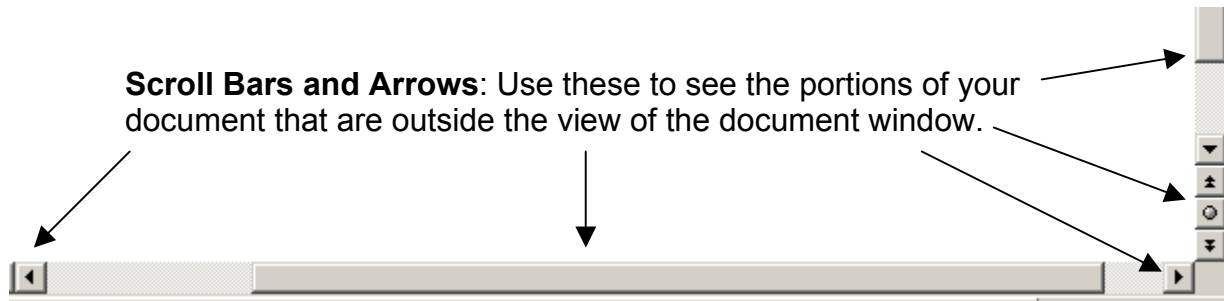
**Menu Bar:** Clicking on any word in the Menu bar (**File**, **Edit**, **View**, etc) opens a new menu with different commands to choose from.

**Document Close Button:** Click on the close button (**X**) to close the current Document.

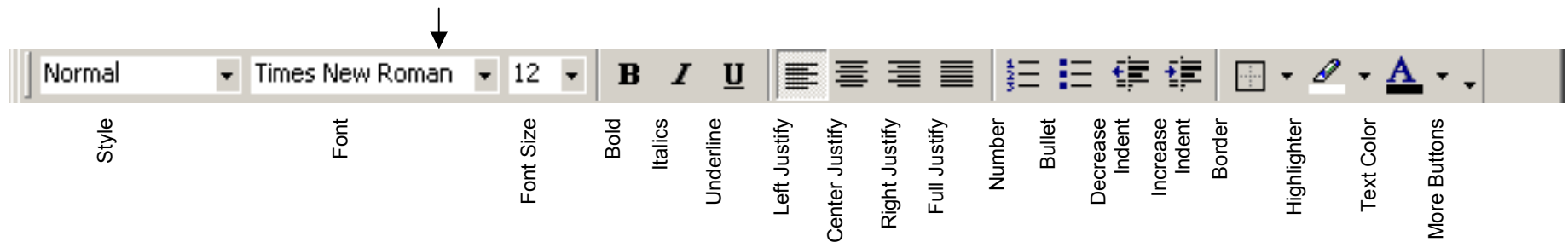
**Standard Toolbar:** Contains a group of buttons that perform common tasks like saving and printing files.



**Scroll Bars and Arrows:** Use these to see the portions of your document that are outside the view of the document window.



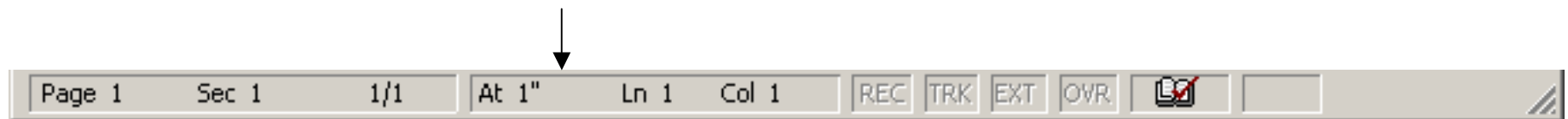
**Formatting Toolbar:** Contains a group of buttons that allow you to make basic formatting changes to your document.



**Drawing Toolbar:** Special toolbar that allows you to add shapes, lines, arrows or WordArt to your document.



**Status Bar:** Displays the current page number, the total number of pages in the document, and other details about the positioning of the insertion point in your document.

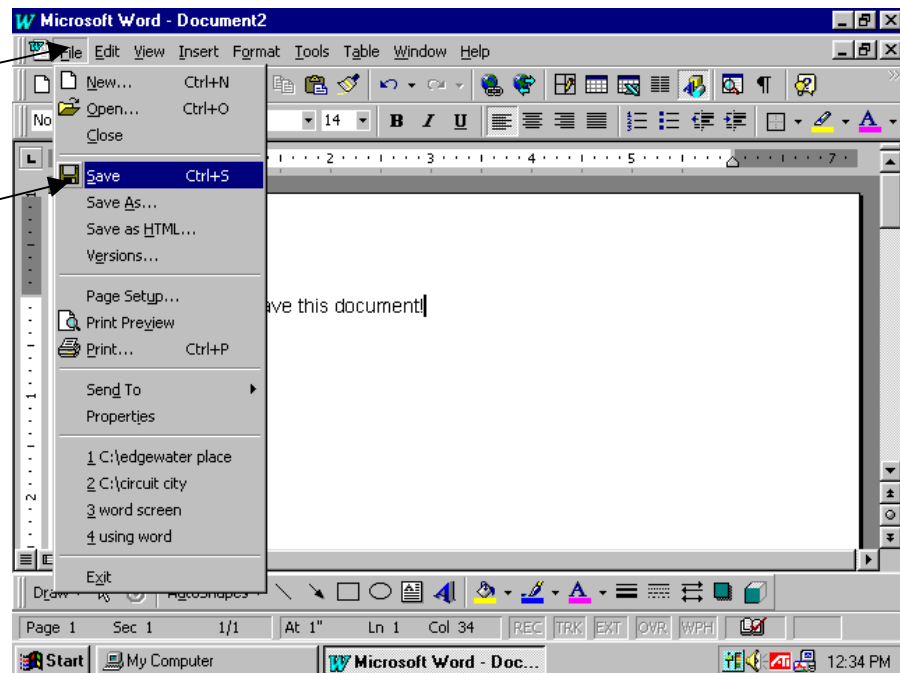


# Saving Documents in Microsoft Word

Follow these steps to save a document for the first time:

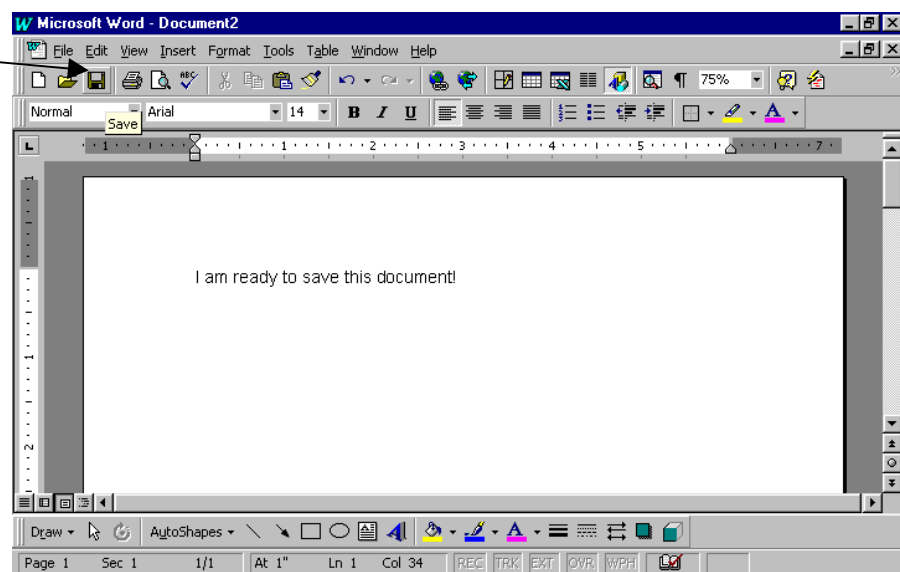
1. Click on **File** in the Menu bar.

2. Click on **Save** in the File menu.

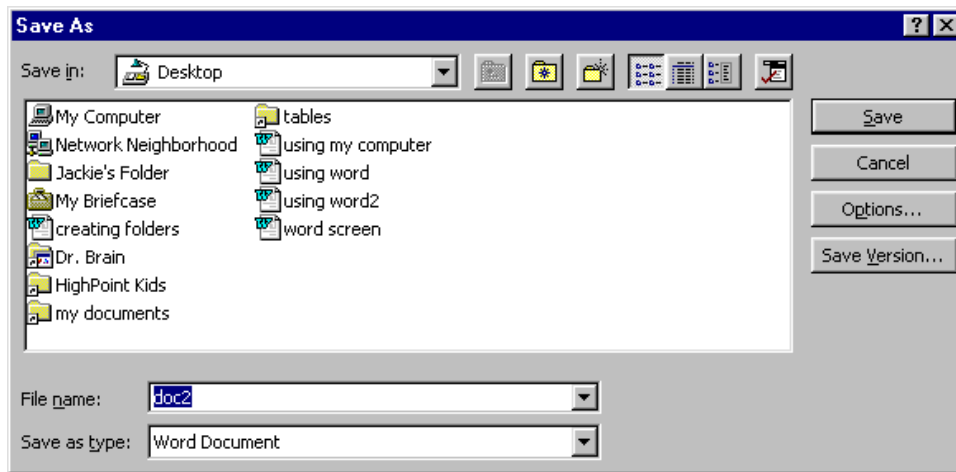


OR

1. Click on the **Save** icon on the Standard toolbar.



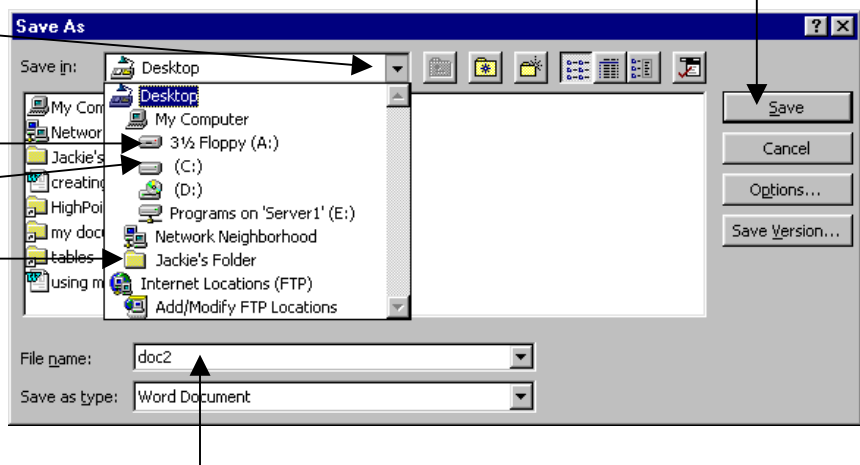
The **Save as** dialog box appears:



**Step 3:** Click on **Save** to execute the save.

**Step 1:** Click on the black arrow at the end of the **Save in** box to choose a save location.

- Choose **3 1/2 Floppy A:** to save to a floppy disk,
- Choose **C:** to save to the hard drive, or
- Choose a folder you've created (such as **Jackie's Folder**) to save the document inside that folder.



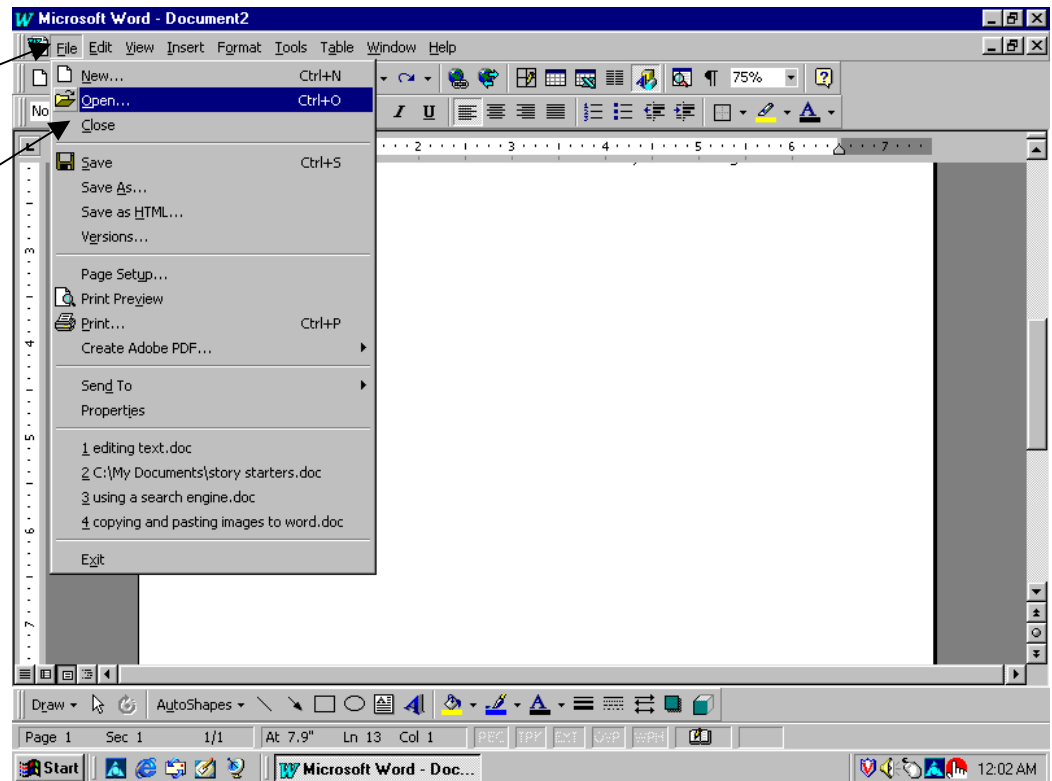
**Step 2:** Click in the **File name** box to type in a file name. Be sure to give your document a meaningful name—one that says something about what the document is. For example, the file name for my resume is **resume**.

# Opening Files in MS Word

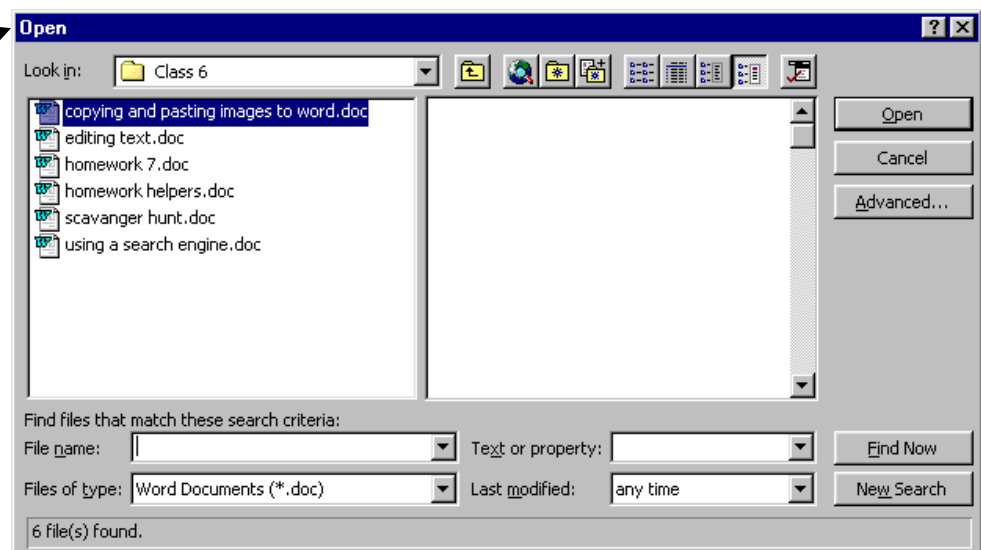
Opening an existing file in Word is similar to saving a file in Word.

1. Click on **File** in the **Menu** bar.

2. Click on the option **Open**.

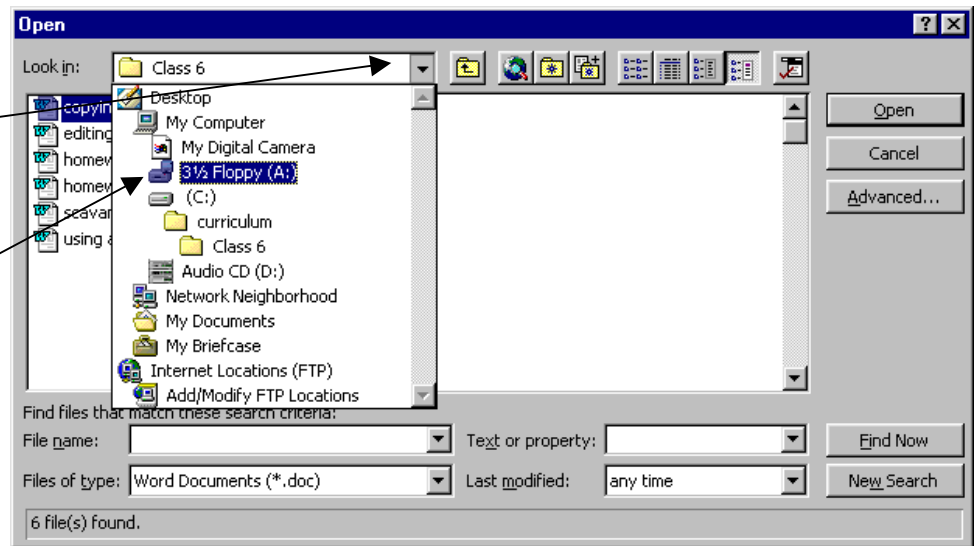


3. The **Open** dialog box appears.



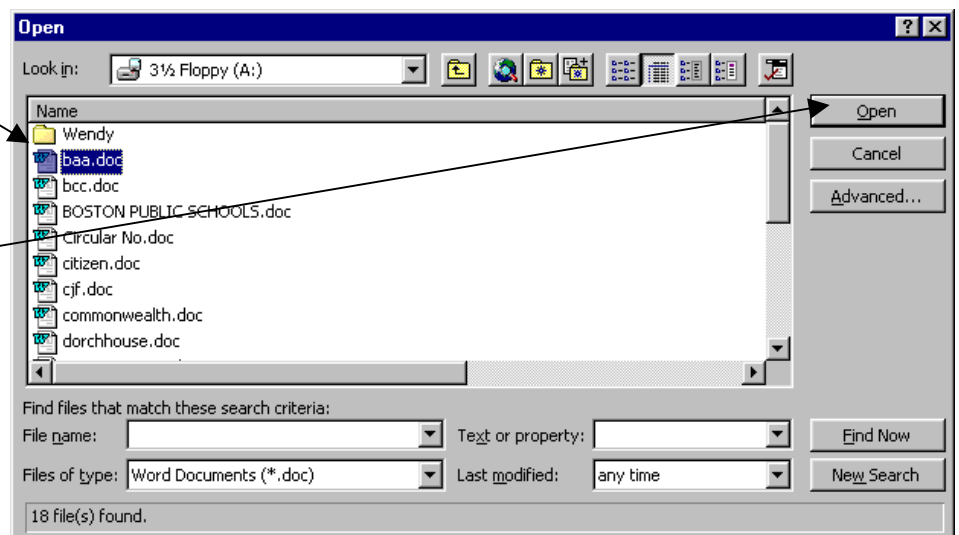
4. Click at the end of the **Look in:** box to choose the location where your file is stored.

5. Click on the **3 1/2 Floppy (A:)** Drive if you want to retrieve a file from a floppy disk.



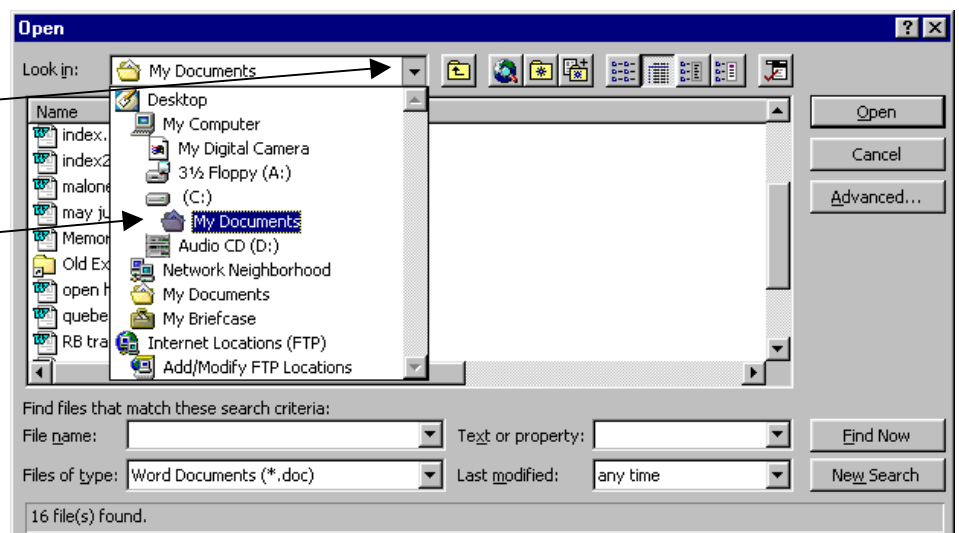
6. Click on the file that you want to open.

7. Now, click on the **Open** button to open the file.



Note: Follow the same steps to open a file on the **Hard Drive**.

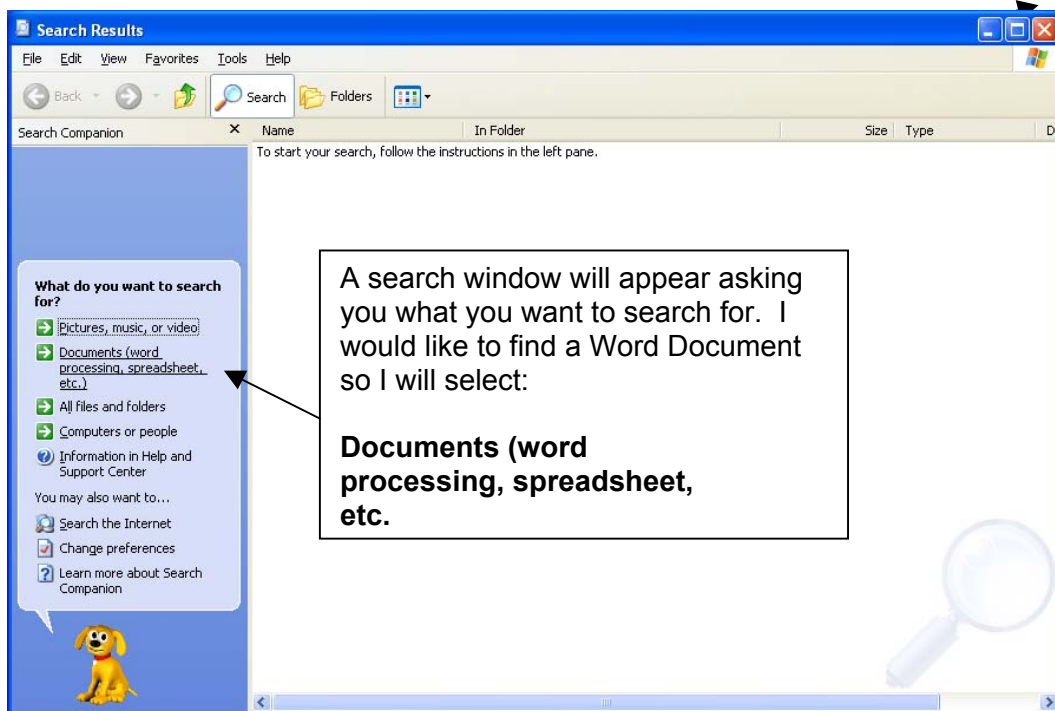
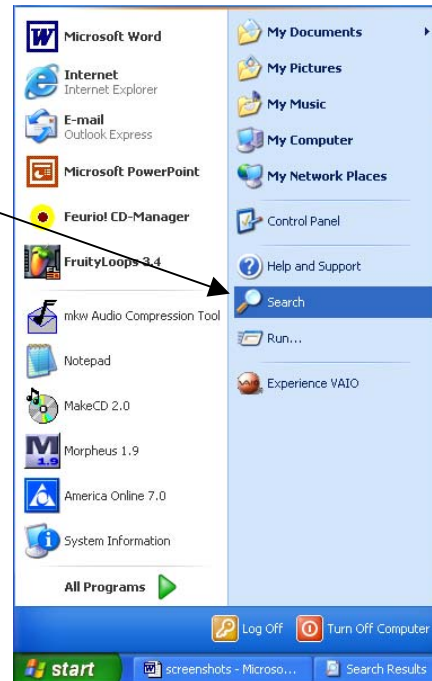
⇒ A common folder for documents to be saved in on the hard drive is the **My Documents** folder.

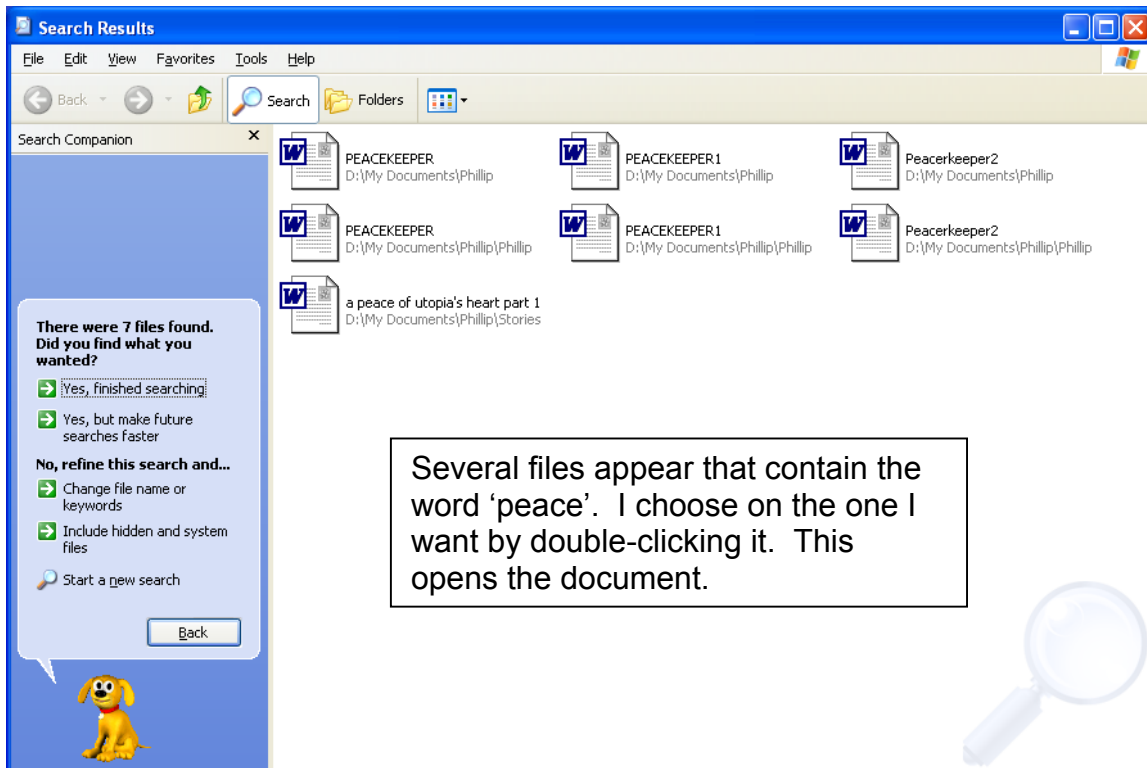
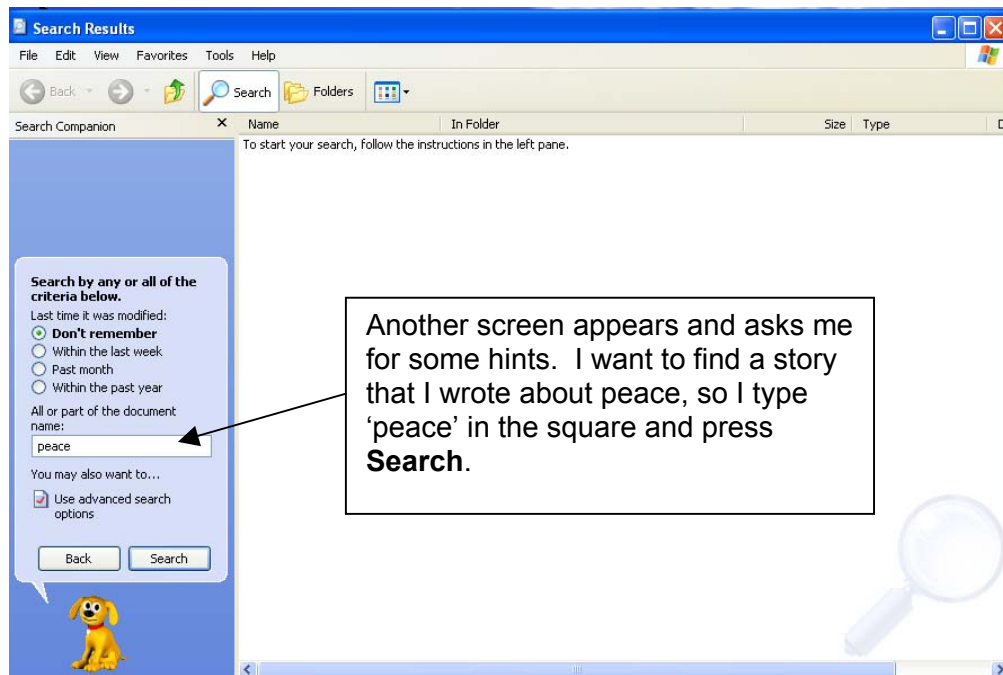




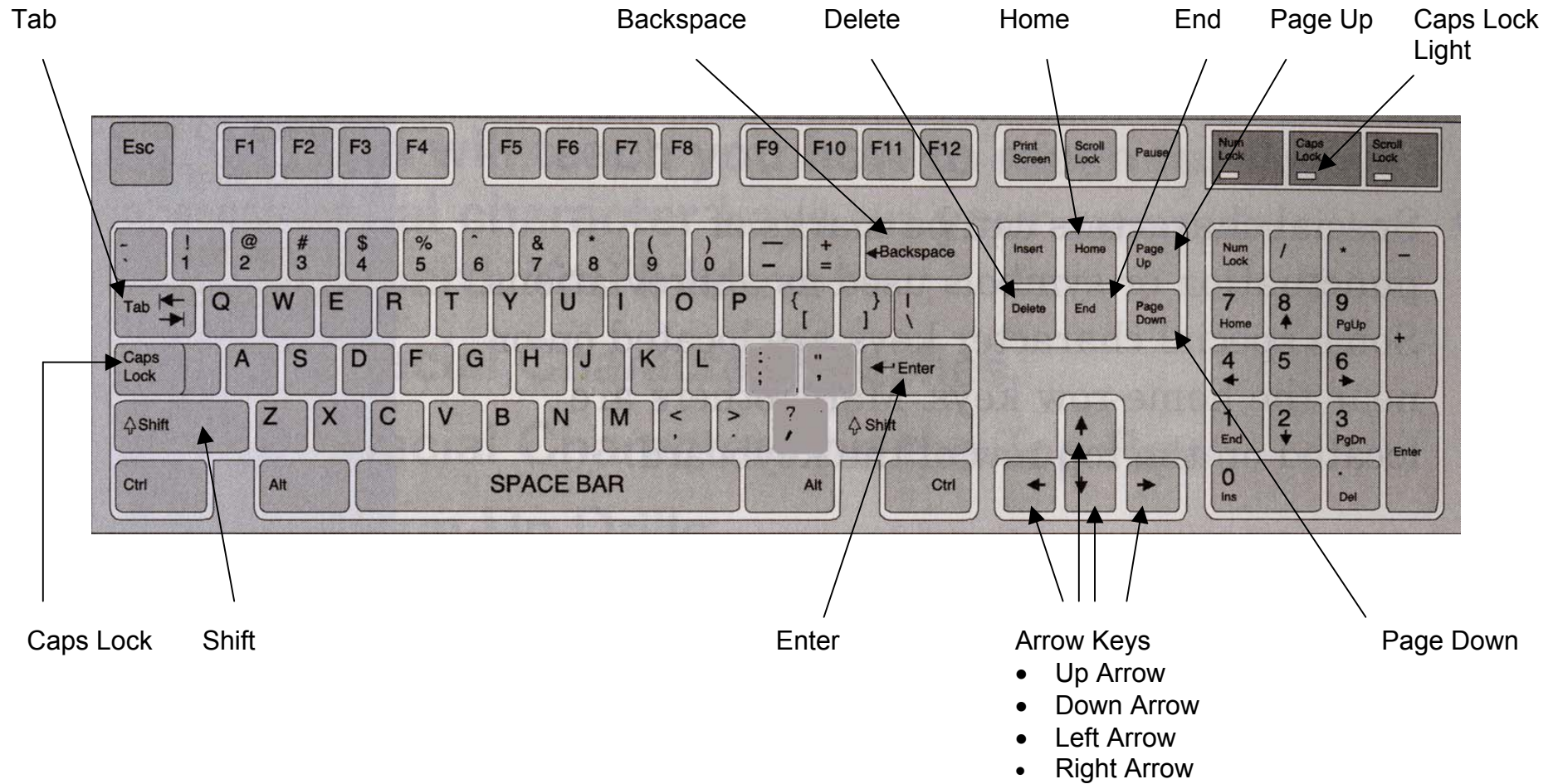
If you can't find a file that you saved, your best bet is to go to **Search** in the **Start Menu**:

1. Point to **Search** in the **Start Menu**.





## Editing Text in MS Word



Key	What It Does
Tab	Moves the insertion point one half inch every time it is pressed.
Backspace	Deletes text to the left of the insertion point.
Delete	Deletes text to the right of the insertion point.
Home	Moves insertion point to the beginning of the current line.
End	Moves insertion point to the end of the current line.
Page Up	Moves insertion point up one screen.
Caps Lock Light	This light will be on when you are in Caps Lock mode.
Up Arrow	Moves insertion point up one line. Hold down to move up several lines.
Down Arrow	Moves insertion point down one line. Hold down to move down several lines.
Left Arrow	Moves insertion point left one character. Hold down to move several spaces left.
Right Arrow	Moves insertion point right one character. Hold down to move several spaces right.
Enter	Moves insertion point down to a new line to start a new paragraph.
Shift	Hold down the Shift keys while typing a letter to make Capital letters or to make the special characters found above the numbers and letters on the keyboard.
Caps Lock	Use Caps Lock to type several Capital (or Upper Case) letters in a row.
Page Down	Moves insertion point down one screen.

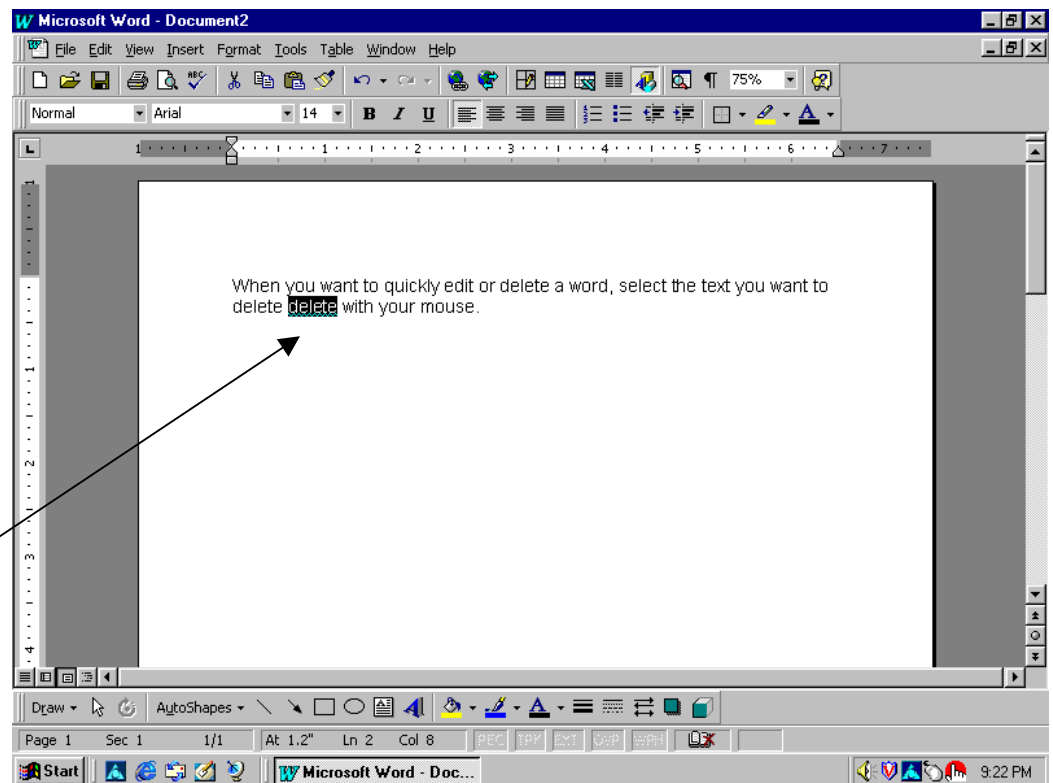
## Selecting Text In Microsoft Word

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You can easily delete or replace text in a document by **selecting text**. When you select text with your mouse, it looks highlighted. You must also select text whenever you wish to make formatting changes to a word or words.

In this example, I want to delete an entire word:

1. Click your mouse pointer in front of the word or words you want to select.
2. Hold down the mouse button and drag the mouse pointer over the text.
3. The selected text will appear *highlighted*.
4. To delete the selected text, hit the **Delete** key on your keyboard.



## Formatting Text in Microsoft Word

You can change the how text looks in a document to improve the look of the document, help to convey an idea, or express your creativity. One way to change how your text looks is to change the **font**. **Fonts** are special designs for characters.

Here are examples of the same text using different fonts.

Font Name	Text
Comic Sans Serif	<i>Tech Goes Home</i>
French Script	<i>Tech Goes Home</i>
Times New Roman	Tech Goes Home
Arial	Tech Goes Home
Rage Italic	<i>Tech Goes Home</i>

The fonts listed above are typical fonts installed with Microsoft Word.

- **Comic Sans Serif** is a more playful font
- **Times New Roman** is the standard business font.
- **Arial** is a simple, easy-to-read font--it is also the font used in the Tech Goes Home handouts.
- *Rage Italic* belongs to a class of fonts that look like someone's handwriting.
- *French Script* is excellent for designing your own formal invitations.

Besides changing the font, you can change the font size to make text look bigger or smaller or you can change the font style to emphasize text.

### Font Size Examples:

Font Size	Text
12	Tech Goes Home
14	Tech Goes Home
18	Tech Goes Home
24	Tech Goes Home

Note: The larger the **font size**, the larger the text appears.

## Font Style Examples:

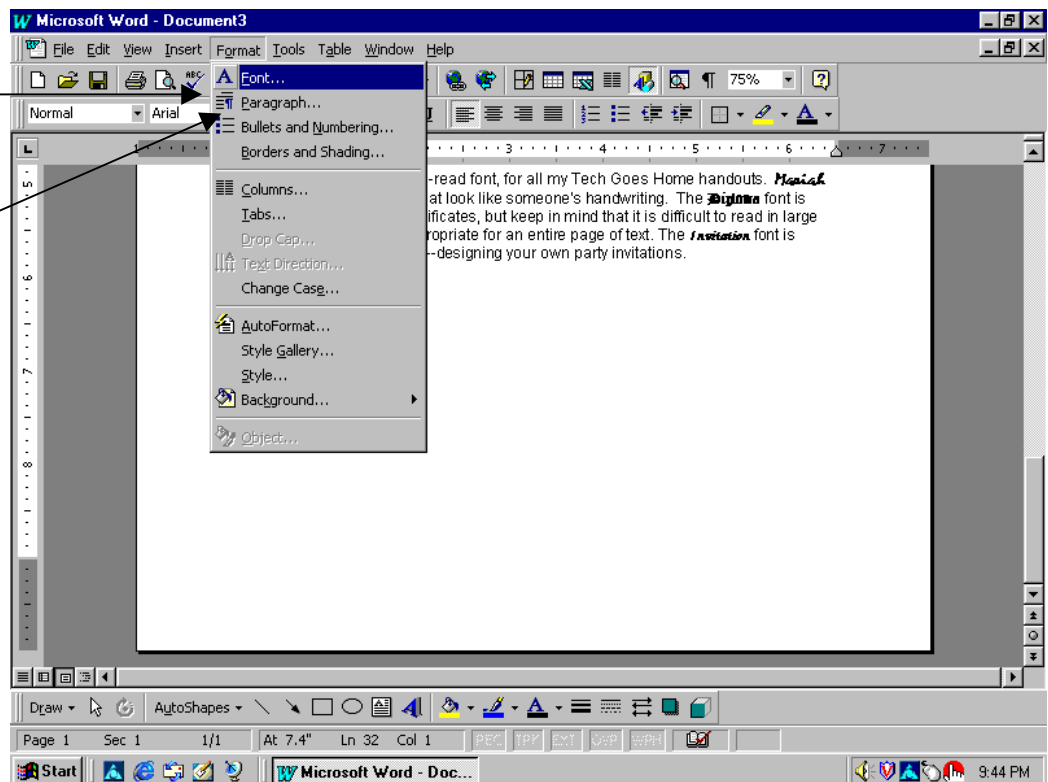
Font Style	Text
Bold	<b>Tech Goes Home</b>
Italic	<i>Tech Goes Home</i>
Bold and Italic	<b><i>Tech Goes Home</i></b>
Underlined	<u>Tech Goes Home</u>

## To change the font:

1. Select the text you want to make changes to by clicking and dragging over it with your mouse pointer.

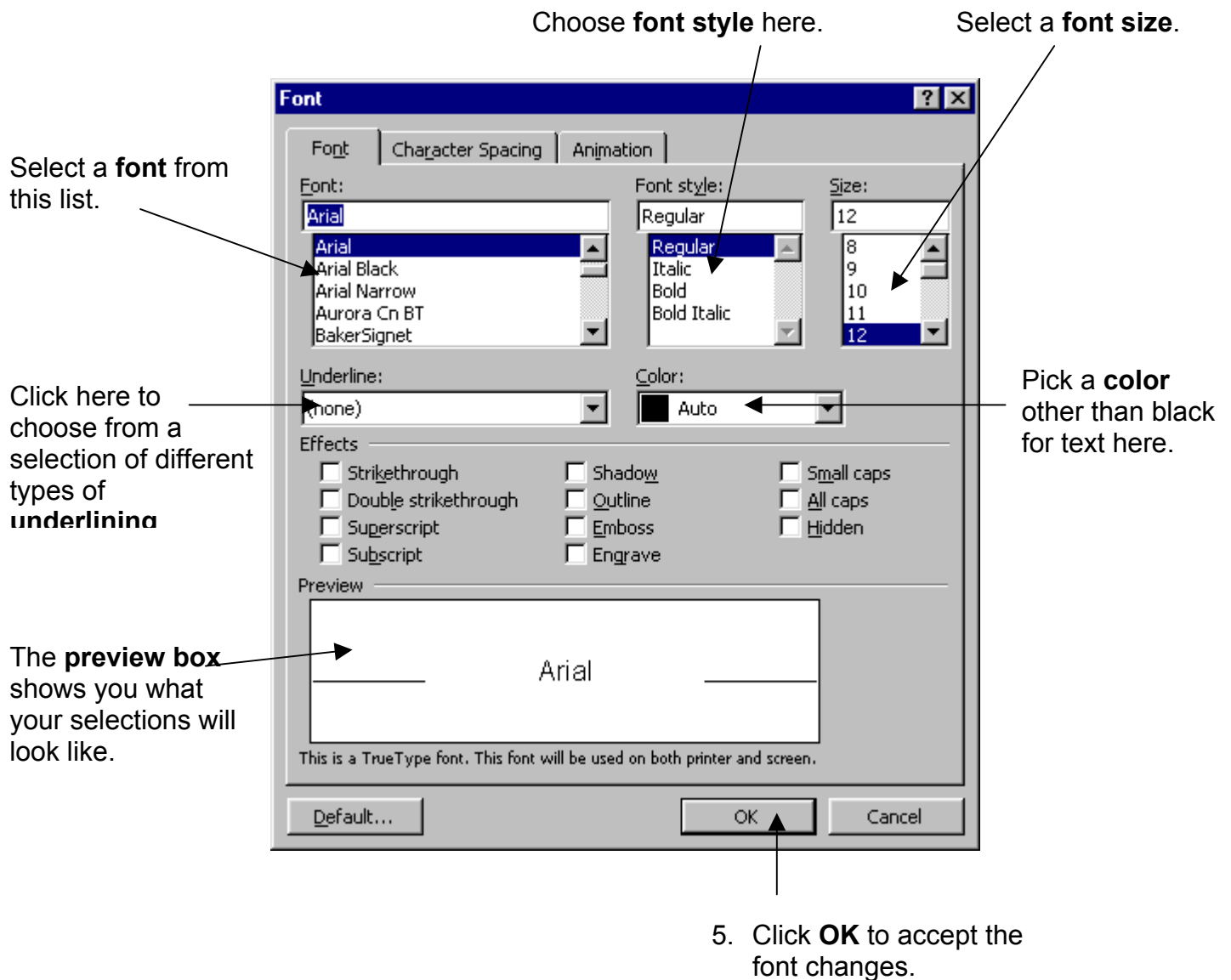
2. Click on **Format** in the Menu bar.

3. Click on **Font** in the Format menu.

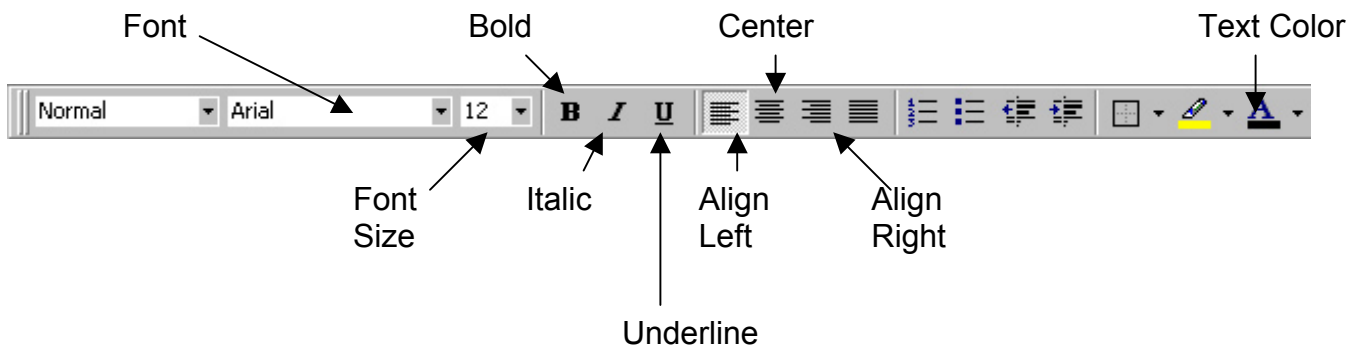




4. The **Font dialog box** opens.



You can also make **font** changes from the **Formatting toolbar**.





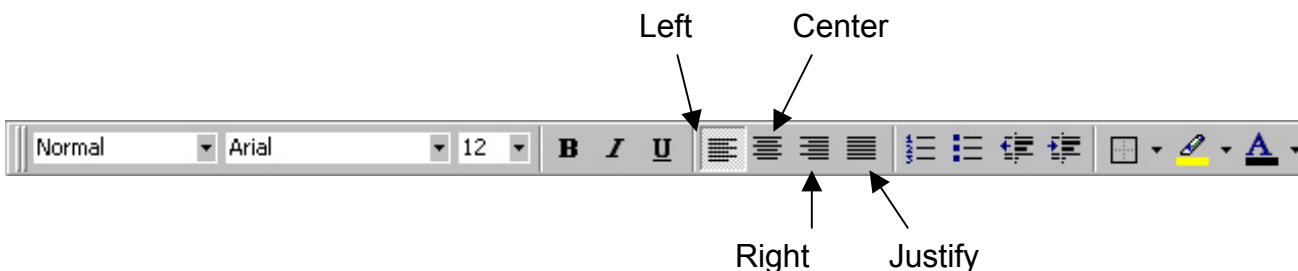
# Aligning Text in Microsoft Word

**Aligning text** allows you to position text on a page quickly and easily.

There are four alignment options in Microsoft Word:

Alignment	Example	Description
Left	XXXXX XXXXXXXXXX XXXXXX	All lines are even at the left margin but are ragged at the right margin
Center	XXXX XXXXXXXXXX XX	All lines are centered between margins
Right	XXXX XXX XXXXXXXXXX	All lines are ragged at the left margin but are even at the right margin
Justified	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX XXX	All lines are even at the left and right margins, except for the last line of the paragraph. Usually text in the columns of newspaper or magazine articles is justified.

You can change text alignment by using the **Formatting** toolbar:



Alignment can be changed before or after text is typed:

1. To change alignment **before** you type, click on the alignment option you want on the **Formatting** toolbar before you start typing.
2. To change alignment **after** you have typed text, select the text with your mouse first, then click on the alignment option you want on the **Formatting** toolbar.

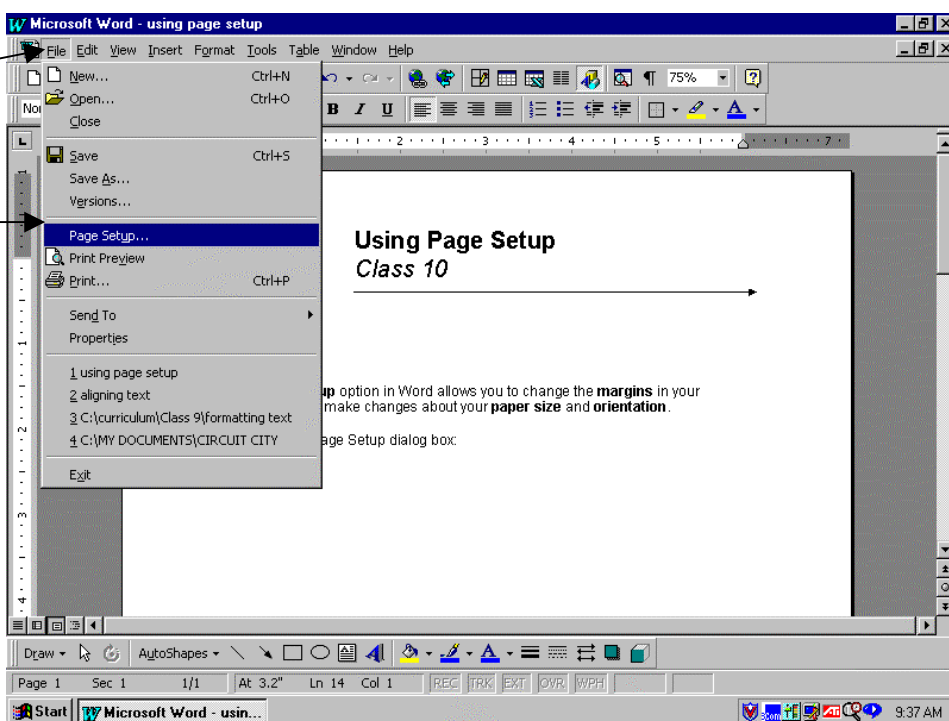
## Using Page Setup

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The **Page Setup** option in Word allows you to change the **margins** in your document and make changes about your **paper size** and **orientation**.

To open the Page Setup dialog box:

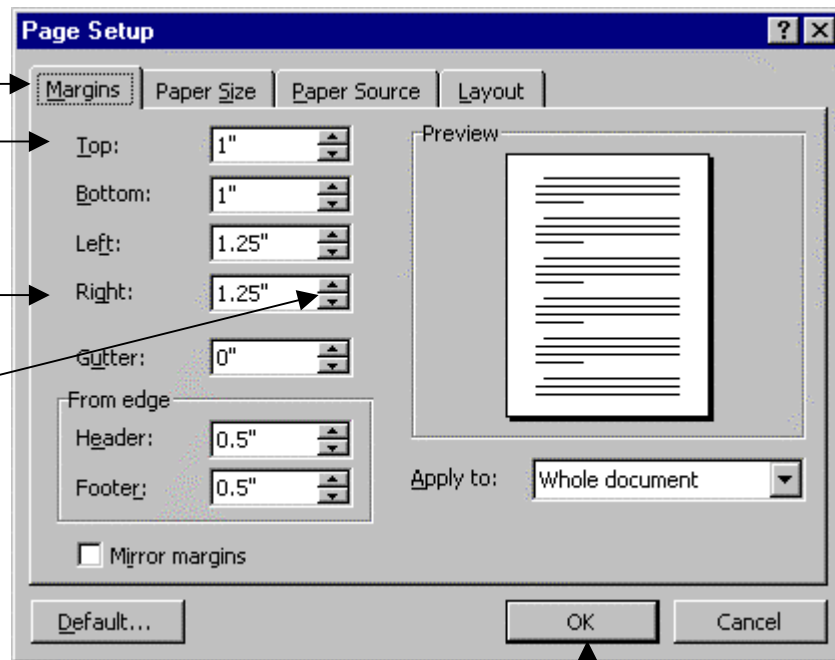
1. Click on **File** in the **Menu** bar.
2. Click on **Page Setup** in the **File** menu.



The **Page Setup** dialog box will open.

**To change the Margins in a document:**

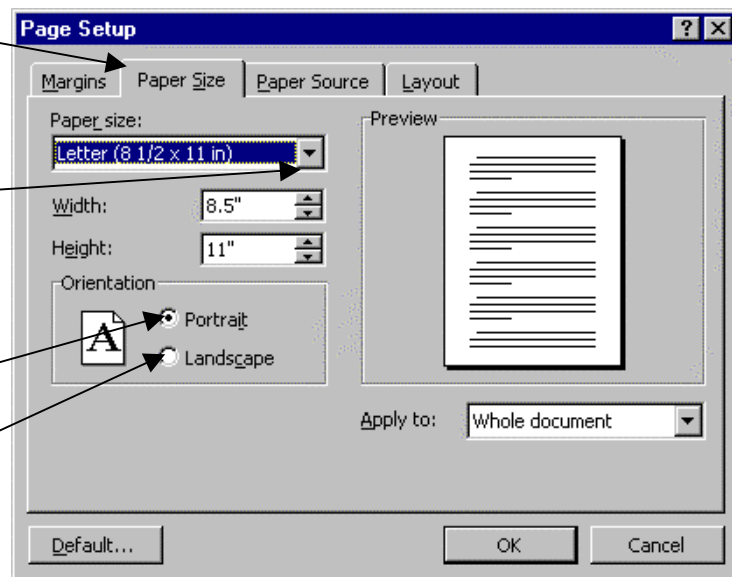
1. To change the margins of your document, click on the **Margins** tab.
2. All new documents start with the margins shown here—these numbers are in inches.
3. To change a margin, click on the **up** or **down arrows** next to its inch measurement. The larger the number, the bigger the margin.



4. Click **OK** when you are done.

**To change the Paper Size and Paper Orientation:**

1. Click on the **Paper Size** tab.
2. Click here to change the **size** of the paper you want to use—Legal size (8 1/2 X 14 inches) is the most common other option.
3. You can also choose whether you want your document to be set up in **Portrait** mode (how this handout is set up) or **Landscape** mode (like turning the document on its side)



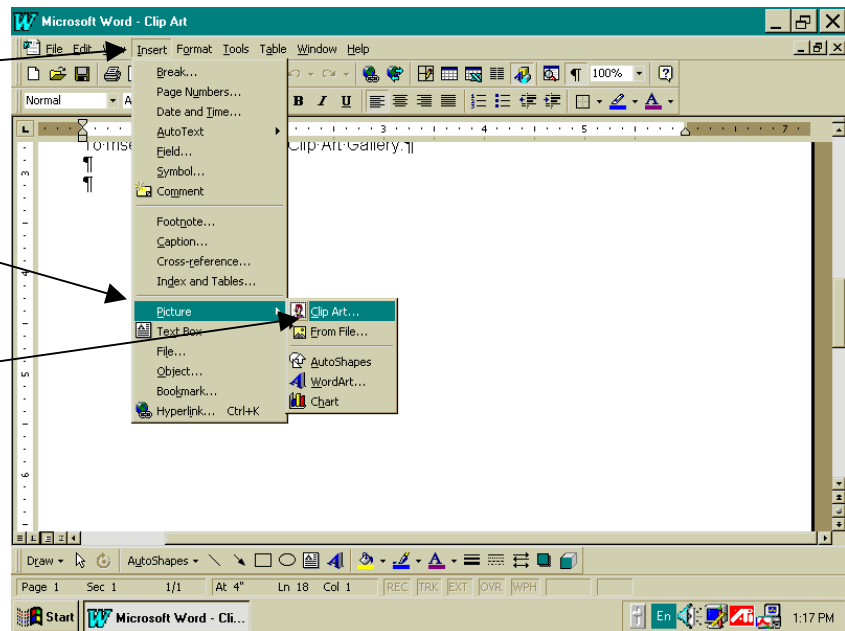
# Inserting Clip Art into a Document

**Clip art** is another name for a picture or drawing. Adding pictures to your text is another great way to help you get across your message, make your document more interesting to look at, and allow you to express your creativity.

Word comes with a *Clip Art Gallery*: a collection of pictures ready to be inserted into your document.

**To insert a picture from the Clip Art Gallery:**

1. Click on **Insert** in the Menu bar.
2. Point to **Picture** in the Insert Menu.
3. Click on the **Clip Art** option.

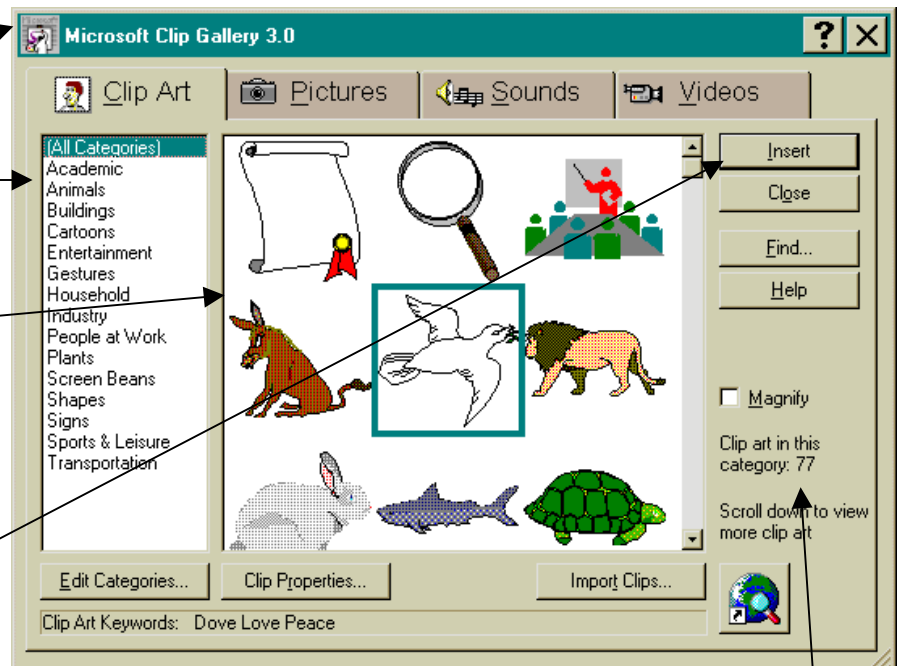


4. The **Microsoft Clip Gallery** opens.

5. A list of **categories** appears on the left side of the window.

6. The pictures belonging to that category appear on the right side of the window.

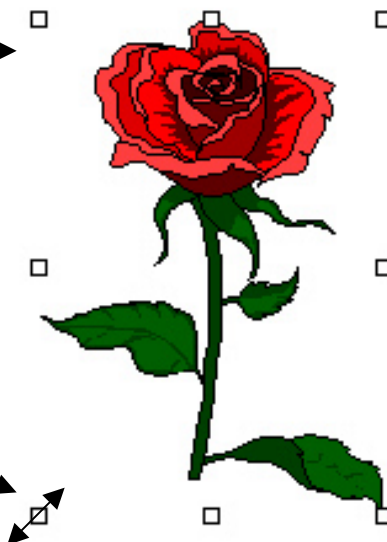
7. Select the picture you like and click on the **Insert** button



Notice: the Clip Gallery only a few pictures for you to choose from. More pictures are located on the MS Office CD-ROM.

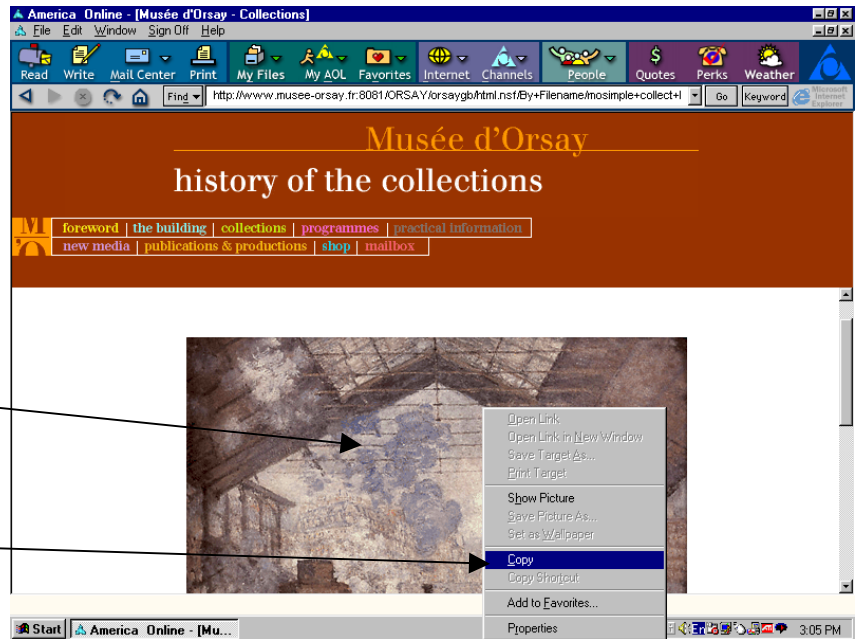
8. After you click on **Insert**, your picture appears in the document. You can move it, make it smaller, make it larger, or delete it.

9. To resize the picture, point to a corner until your mouse pointer looks like a **double-sided black arrow**. Hold your mouse button down and drag the mouse to resize.

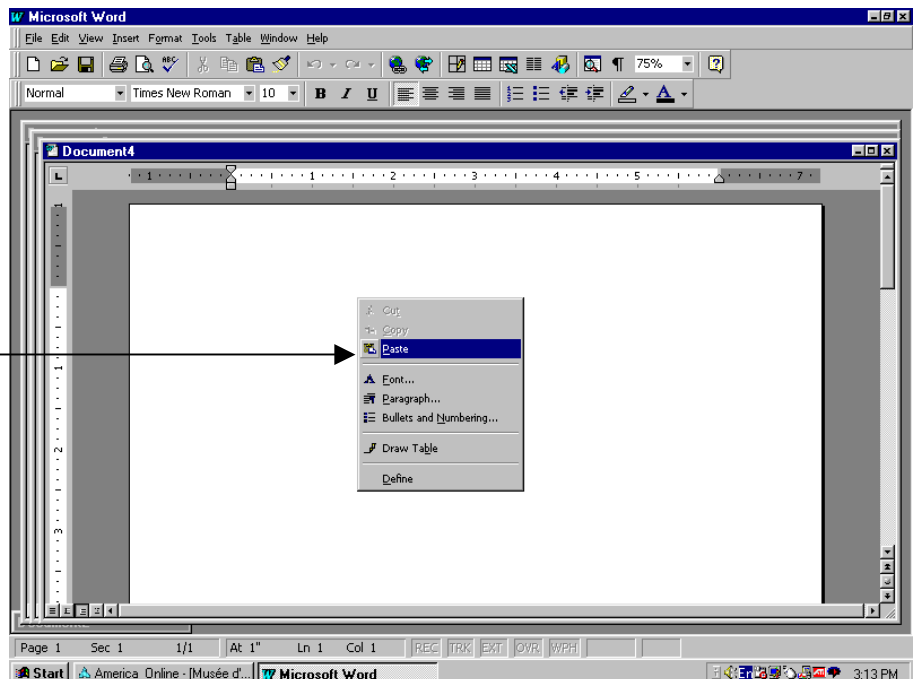


## To insert a picture from a website:

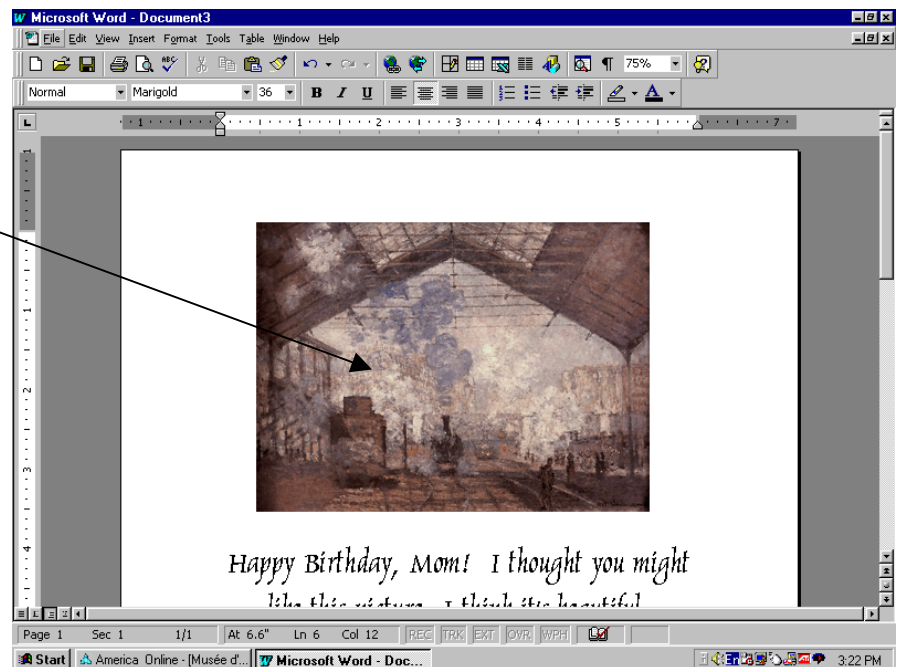
1. Find a picture that you like on a Web site.
2. Rest your mouse on the image. Click the **RIGHT** button of your mouse on the image. Select **Copy** from the menu that appears.



3. Now, open up Microsoft Word.
4. Click your **RIGHT** mouse button somewhere in the document. Select **Paste** from the menu.



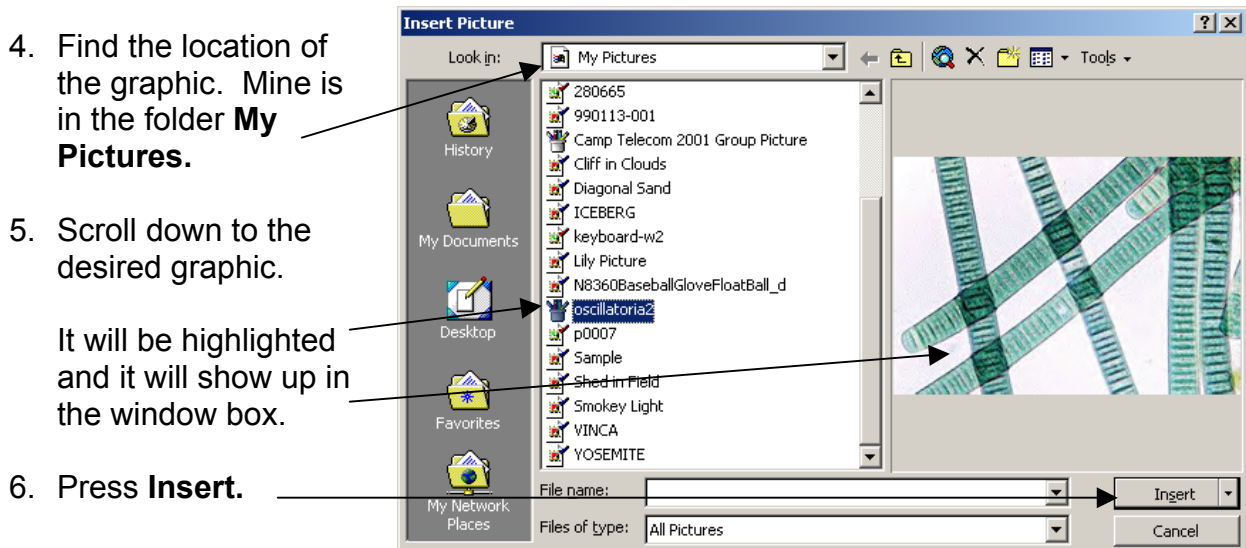
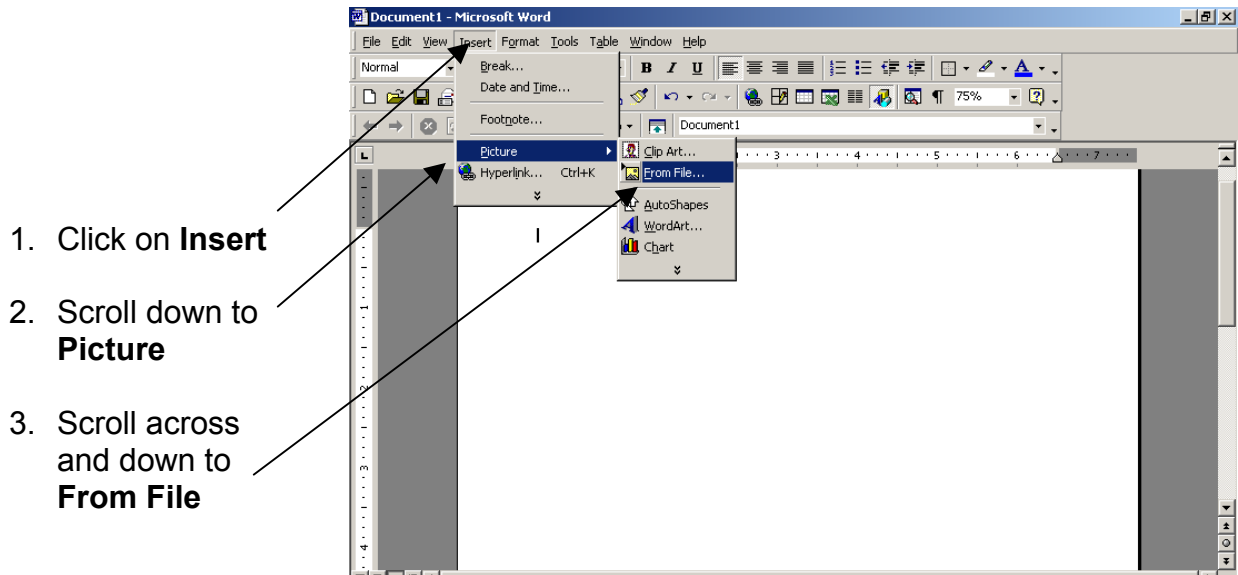
5. Your image will now appear in the document. You can resize it, move it around, add text to it, or print it.



You can also copy and paste text from a Web site into Word.

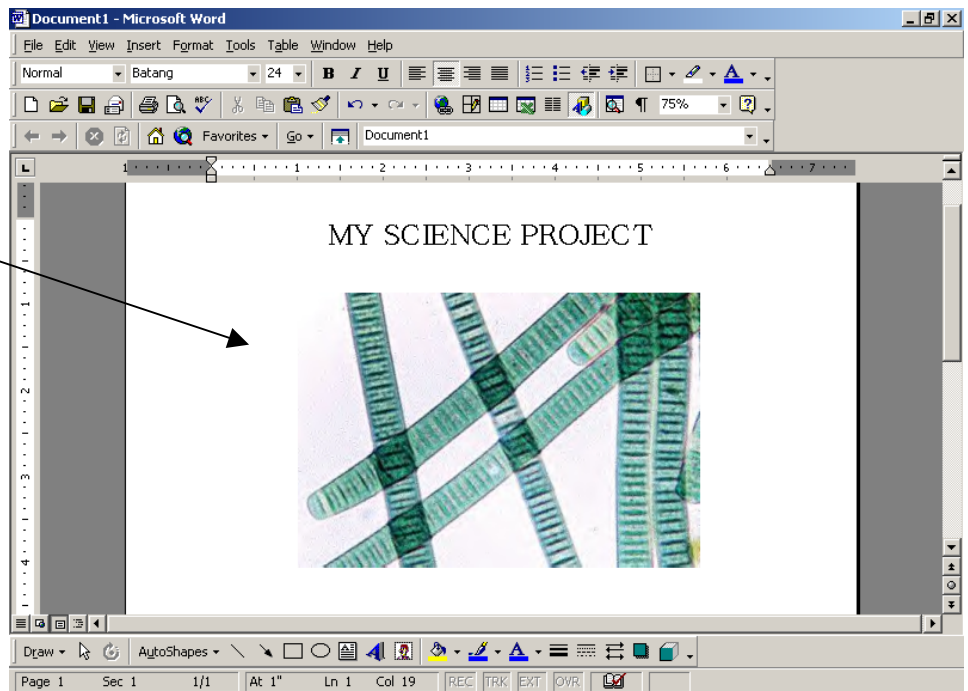
1. Highlight the text you want to copy on the Web page.
  2. Right-click on the selected text and choose **Copy** from the menu.
  3. Open Word.
  4. Right-click somewhere in the document and choose **Paste** from the menu.
  5. The text from the Web page will now appear in your Word document.
- ☞ Remember - If you find information on your topic on the Internet, you still need to state where your information came from (just like you would with a book) and you need to put it into your own words. Although it is easy to copy and paste text from a Web site into a Microsoft Word document, the words did not come from you.

**To insert a graphic that is saved on your computer:** Remember saving graphics from the Internet? Now you can use them in your documents!





6. Your graphic will now appear in the document. You can resize it, move it around, add text to it, or print it.



## Text – Wrapping

To have the text from your document wrap around the graphic, right click the object and choose **Format Picture**. There are several options that you can choose. The ones most commonly used are:

square or tight

### Roller Coasters Exhibit at the Museum of Science

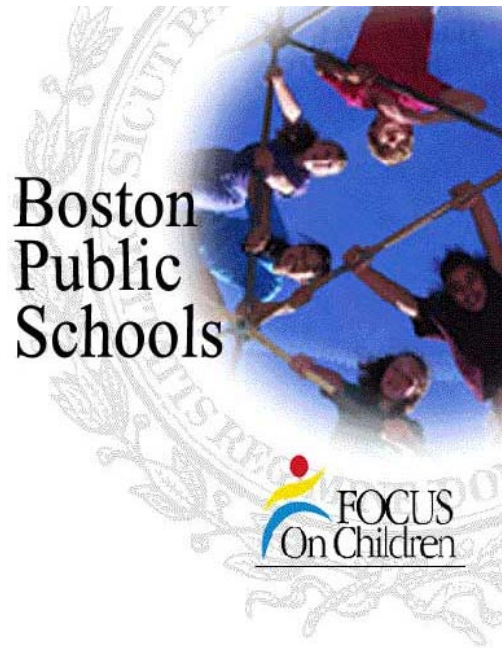
Your own body becomes the testing ground for an exploration of physics in this topsy-turvy traveling exhibit. Get dizzy investigating gravity and lose your balance

exploring inertia — you'll learn so much it will make your head spin. Along the way, you'll discover thrillmasters' biggest secret: roller coasters rely on visual sensations to create thrills.



or

behind text



Choose the option that you want and press **OK**.

Note - You can move the graphic around on the page by putting the cursor over the graphic until you see a larger arrow pointing into two smaller crossed arrows. Hold down the left button of the mouse. You will now see open squares appear around the graphic. This means that you can drag the graphic to the desired location on the page. Release the mouse button when the graphic is where you want it.

## Using Other Microsoft Word Features

Microsoft Word contains many other tools that can make your documents more interesting. One of the most fun is WordArt. It allows you to use special effects for your text.

### WordArt

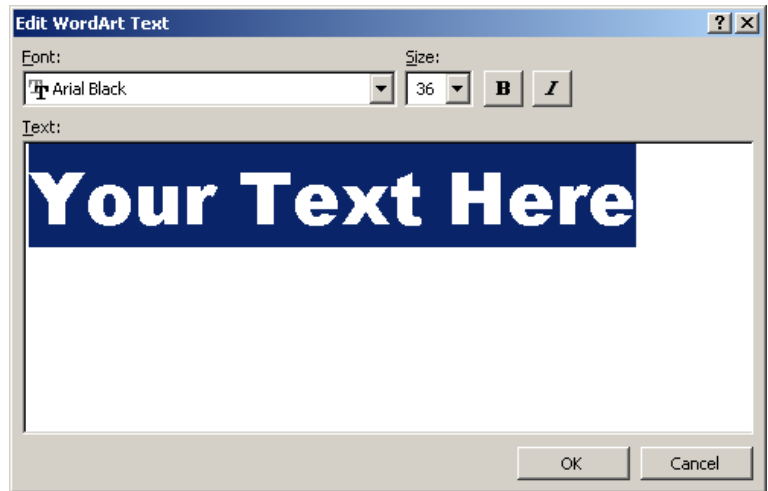
1. Select the WordArt icon on the Drawing Toolbar.



2. Select the style text that you would like and click the square.



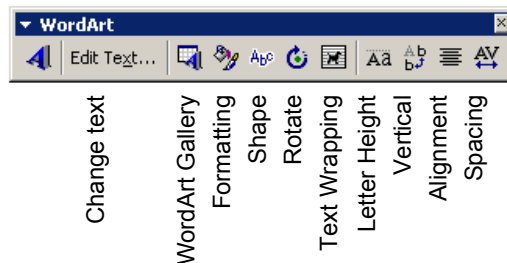
3. A box will pop up for you to enter the desired text. Click on **Your Text Here** and type the words you want.



4. Your typed words will show up on the document.

My Science Project


6. You can edit it by using the WordArt Toolbar. You can change the color and shape of the letters. You can make it go up and down on the page (vertical) or you can spin it around with the rotate button. Try the different buttons and see what they do. Remember you can always undo with the button on your standard toolbar!

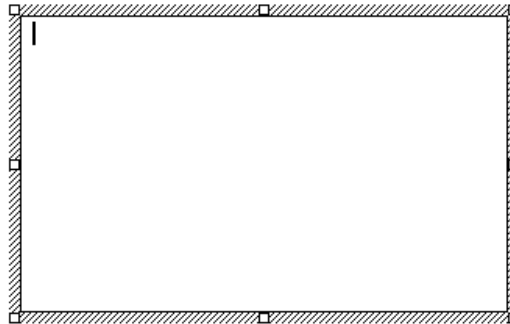


Another useful tool is the text box. You can move text easily or attach it to a graphic by putting it into a text box.

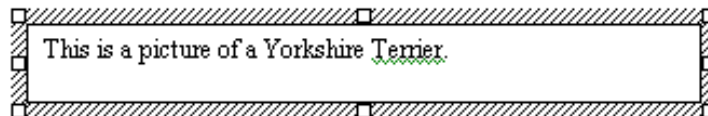
1. Select the Text Box icon from the Drawing Toolbar.



2. Your cursor will become a . Slide the mouse and a box will appear with the cursor inside.



3. Type or paste the information you want in the box.



4. You can now format it as you would like – font size, color, etc.

5. To attach the text box as a caption for a picture, move it under the graphic. Holding down the shift key click the graphic so that both are surrounded by outlined boxes. Use the draw pull-down menu and select **Group**. Your graphic and text box will now move together. To separate them, click the object and select **Ungroup** from the Draw menu.



## Proverb Exercise

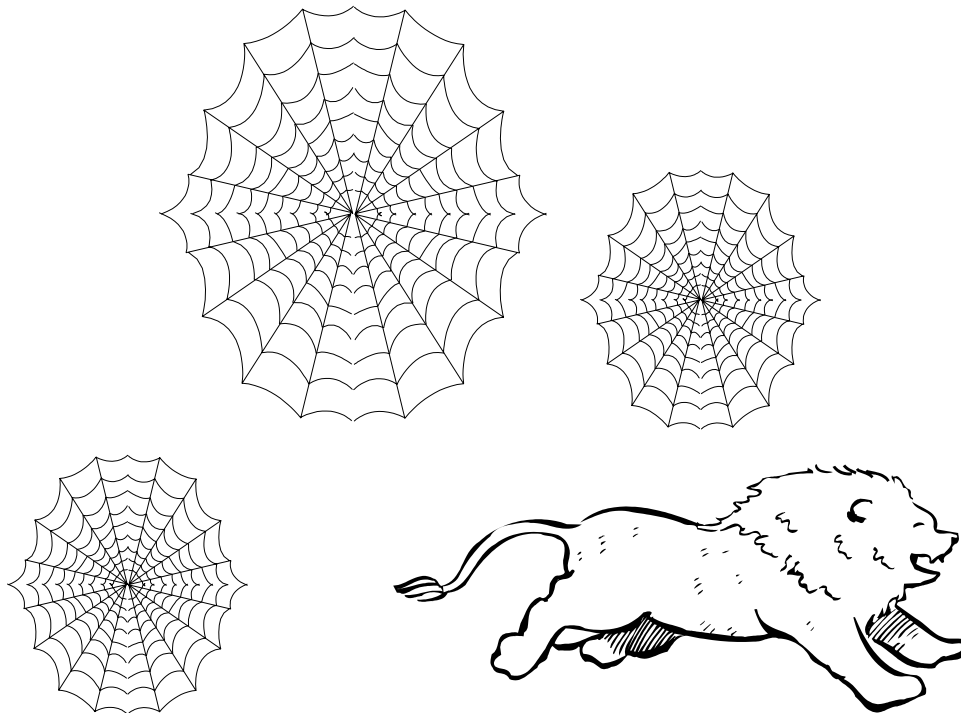
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This practice exercise will help you bring together all the skills we have learned in Microsoft Word.

*Proverbs* are short sayings that make special observations about life. Most people have a favorite proverb that has special meaning to them.

1. Choose a proverb that has special meaning to you.
2. Type this in to a new Word document.
3. Illustrate your proverb in any way that you feel is appropriate--you can use clip art, word art, or create a text box.
4. Save your proverb illustration with the file name **proverb** and print a copy.

Below is an example of a proverb with an illustration that Juan, a community organizer in my office, came up with!



“When spider webs unite, they can tie up a lion”  
**Ethiopian Proverb**